



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

**Employee Requisition**

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 08/19/2014	Employee Requisition Number <b>ER-14074</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>INTERNAL AUDITOR</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: OFFICE OF PUBLIC GAMING	Location: Checotah	Location Code: 33	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Internal Audit Supervisor, the Internal Auditor shall preform compliance, operational and financial audits to assess the effectiveness of controls, accuracy of financial records and efficiency of operations in compliance with Federal and Tribal Internal Control Standards, Tribal Gaming Ordinances and Regulations, Generally Accepted Accounting Principles and all applicable laws. Analyze data for compliance with regulations and report findings. Review financial statements of tribally licensed gaming operations.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"><li>1. Prepare audit work papers to ensure sound audit theory and compliance with the department's methodology.</li><li>2. Complete reviews to ensure compliance to national Indian Gaming Commission Internal Audit Standards.</li><li>3. Demonstrate technical abilities in select areas (audit, accounting, regulatory, compliance, computer software, etc.)</li><li>4. Good analytical, interpersonal, time management, research, and communication skills.</li><li>5. Must be able to effectively work with new and changing situations including new industry regulations; where there may not always be a readily apparent solution.</li><li>6. Physical monitoring of licensed facilities for compliance with ordinance.</li><li>7. Conducts audits on various aspects of business and unannounced cash audits.</li><li>8. Review and examine financial records for accuracy.</li><li>9. Examine and analyze accounting records to determine financial status of the gaming facilities and prepare financial reports concerning procedures.</li><li>10. Prepare, analyze, and verify quarterly and annual reports, financial statements, and other records using accepted accounting and statistical procedures to assess financial condition.</li><li>11. Assess compliance with governmental and jurisdictional regulatory requirements, financial accounting, and auditing standards.</li><li>12. Identify improper accounting or documentation and research</li></ol>



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	issues. 13. Assists in completion of the annual audit plan. 14. Perform other related duties as assigned.
Minimum Requirements:	1. Five (5) years of verifiable employment experience in the accounting field. 2. Two (2) years' experience in the gaming field required. 3. Must be able to understand complex NIGC, federal and tribal provisions, ordinances and regulations. 6. Must have a firm understanding of auditing and accounting procedures. 7. Must be able to communicate effectively, both verbally and in writing. 8. Must be able to work odd and irregular hours at remote gaming facilities as needed. 9. Must be self-motivated, mature and have the ability to work with and maintain highly confidential information. 10. Must successfully pass a background investigation as required by the NIGC. 11. Must possess a valid state driver's license. 12. Must travel and participate in recommended training to meet the goals and objectives of applicable programs.
Preferred Requirements:	1. Bachelor's Degree in Accounting from an accredited college or university with five (5) years of verifiable employment experience in the accounting field. 2. One (1) year of supervisory experience in monitoring and coordinating the activities of subordinates, including general supervision, performance evaluations, disciplinary procedures, leave approvals timesheets, etc. required. 3. Possession of a certification as a Certified Public Accountant or Certified Internal Auditor or a master's degree in accounting is preferred.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.



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- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;  
Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.